

12.033 MOUNTAIN BIKES: ASSIGNMENT, USE, AND MAINTENANCE

Reference:

Procedure 12.020 - Uniforms, Related Equipment, and
Personal Grooming
Standards Manual - 41.1.4

Definitions:

Department Mountain Bike Coordinator: a Police Officer/Specialist who is a member of the bike patrol. The duties of the Department Mountain Bike Coordinator are to oversee the safe, efficient, and economical operation of the mountain bike equipment; to review the mountain bike inspection and preventative maintenance program for the districts; and to review all mountain bike related paperwork requesting repair or replacement of any mountain bikes, mountain bike equipment, or uniform parts.

District Mountain Bike Supervisor: a supervisor designated by the District Commander. The District Mountain Bike Supervisor will maintain a list of all certified officers assigned to bike patrol duties.

Purpose:

To familiarize Department personnel with the functions, capabilities, assignment, use, and maintenance of the Department Mountain Bikes.

Policy:

The mountain bike is primarily used for patrol duties. It is designed to have bike officers more accessible and visible to the public. This will facilitate contact between officers and the community.

Information:

Each district has officers trained to perform patrol duties on mountain bikes. Mountain bike equipment will be assigned and deployed to Districts/Sections/Units by the Patrol Bureau Commander. Mountain bike equipment will only be operated by certified department personnel or personnel authorized by the Police Chief. Issued mountain bike equipment will be used by assigned officers only. Mountain bike equipment may be used by another bike officer with permission from the Department Mountain Bike Coordinator, or Mountain Bike Supervisor in the District.

Procedure:**A. Deployment**

1. When transporting bikes to various beats on a marked police unit, officers will park in a centrally located area within their beat that is visible to the general public.
 - a. Bike carriers will be secured in the trunk of the vehicle while officers are on bike patrol, and at the end of their tour of duty.
 - 1) Whenever possible, bike officers should be assigned to patrol in pairs.

B. Weather

1. Bike officers are expected to ride their bikes in varying weather conditions. Officers and supervisors should take a common sense approach toward riding in extreme conditions, which would pose an obvious threat to their physical health (i.e., extremely cold/extremely hot and humid).
 - a. Restrictions
 - 1) Riders will return to vehicle patrol when the following conditions exist:
 - a) Thunderstorms and active lightening in the area
 - b) Severe weather warnings

- c) Snow and/or ice covered streets and sidewalks
 - d) District supervisor determines that service demands are high and/or district coverage needs are present
 - 2. If any of the restricted conditions occur after officers begin their tour of duty, they will remain in bike uniform for the remainder of their tour.
 - 3. If any of the restricted conditions occur before their tour of duty, all bike officers will wear the normal uniform of the day.
 - a. Bike officers will maintain a complete uniform of the day in their district locker.
 - b. Bike officers will be subject to change uniform at the discretion of a district supervisor.
- C. Prisoner Transportation
- 1. Orderly Prisoners
 - a. Orderly prisoners will be guarded at the scene by one bike officer. The other bike officer will ride to retrieve the vehicle and transport the prisoner.
 - 1) If the bike officers do not have a vehicle in the field, a beat car will transport the orderly prisoner to the district and meet the bike officers.
 - 2. Disorderly Prisoners
 - a. Back up units will transport the prisoner. The bike officers will relieve the transporting unit at the Justice Center once they have retrieved their vehicle.

D. Mountain Bike Equipment

1. Districts have varying amounts of fully equipped mountain bikes. These bikes all have the following accessories:
 - a. Rear red flashing battery operated light
 - b. Cyclometer
 - c. Two water bottle cages
 - d. Rear heavy duty kick stand
 - e. Rear rack (for top mount bag)
 - f. Top mount expandable bag with "Police" markings
 - g. Protective tire liners for front and rear
 - h. Mini tire pump
 - i. Inner tube repair kit with tire levers
 - j. Security cable
2. If a replacement part/equipment is needed, the officer will complete a Form 630.

E. Equipment Security

1. Bicycle officers will secure their bikes whenever they are away from them, unless circumstances exist that prevent the officer from doing so (crime in progress, assistance, etc.). When officers are away from the bikes, they will use the security cable, using their spare set of handcuffs to lock the cable.
2. Bikes and any related equipment will be kept in a secured area in the district when not in use.

F. District Equipment

1. The following equipment will be maintained in the district:
 - a. Bike stand - used for making minor repairs
 - b. Floor tire pump
 - c. Front dual beam headlight
 - 1) Signed in/out of the District Blotter
2. Spare Parts
 - a. A sufficient amount of spare parts for minor repairs should be maintained in the district. Parts should include, but are not limited to:
 - 1) One high and low beam replacement bulb per bike
 - 2) One replacement inner tube per bike
 - 3) AA batteries (1 case) for rear lights
 - 4) Any other bike related equipment, manuals, and instruction sheets
 - b. These items will be kept in a secured locker with access limited to supervisors /or bike officers.
 - c. A bike patrol log will be maintained for pertinent information regarding bike repairs, parts removed, damage, etc. The Department Mountain Bike Coordinator will note any repairs made in the log.
 - d. A monthly inventory of the locker will be kept by the District Mountain Bike Supervisor to ensure that an adequate inventory of replacement parts is maintained.

G. Inspection

1. By the fourth Sunday of each calendar month the District Mountain Bike Supervisor will ensure a Form 428 is completed for each bike. He will then forward it to the Department Mountain Bike Coordinator.
2. The Department Mountain Bike Coordinator will prepare and keep on file a Form 428A (Cincinnati Police Department Mountain Bike Inspection Summary) indicating that each bike has been inspected.
3. Bike officers will make daily inspections of their assigned mountain bike before and after their tour of duty, (including an unassigned bike if used during their tour of duty).

H. Maintenance and Repairs

1. The Mountain Bike Officer is responsible for the upkeep of his bike, to include notifying the Mountain Bike Supervisor of repairs and service needed.
2. Maintenance Files
 - a. Department Mountain Bike Coordinator will maintain bike jackets, which must contain:
 - 1) City number, model, and serial number of the bike & assigned officer
 - 2) Replacement Parts Form 630
 - 3) Date of purchase and purchase price
 - 4) Description of the bike and accessories
 - 5) Maintenance contract date of purchase and expiration
 - 6) Repair slips, copies of Forms 630, purchase orders, and any invoices
 - 7) Damage reports

3. Monthly tune ups and repairs will be scheduled at each district.
 - a. Minor repairs can be made on the scene by the bike officer.
 - 1) Complete the repair slip indicating what the repair was and any parts used.
 - 2) If possible, tire repair/replacement will be done by the bike officer at the district.
4. Major repairs are those that only a bike mechanic may handle.
 - a. During business hours:
 - 1) Fill out a repair slip and take the bike to the vendor for repair.
 - b. Non-business hours:
 - 1) If the repair is needed and the vendor is not open for business, take the bike out of service.
 - a) The District Mountain Bike Supervisor will notify the vendor of the repairs needed. The vendor will respond to pick up the bike or the officer will drop the bike off.
 - c. If the request for parts is not covered by the maintenance contract:
 - 1) The bike officer will send a copy of the Form 630 to the Department Mountain Bike Coordinator for review/recommendation.
 - 2) The officer will submit the form to his District Mountain Bike Supervisor.
 - d. Personnel picking up or accepting delivery of repaired bikes will obtain a completed repair slip, with cost and signature included.

- 1) Forward the signed repair slip to the Department Mountain Bike Coordinator.

- e. Repainting or replacement of frames, or replacement bikes must be requested on a Form 630 explaining the reason for the request.

- 1) The officer will forward a copy of the 630 to the Department Mountain Bike Coordinator.

I. Cleaning

1. Bikes should be wiped down daily with a dry rag to remove dirt. If water is needed to clean, use a damp cloth. Never spray a bike with water from a hose. Sprayed water can damage internal bearings.

J. Mountain Bike Training and Public Appearances

1. Requests for mountain bike training/public appearances will be submitted through the officer's chain of command.

- a. Once approval has been given, the officer will contact the Mountain Bike Coordinator for necessary information.